**Minutes of the Board Meeting of the JSSPVA**

**May 17, 2016**

**In attendance:** Julie Kalainov, Kath Lyman, Adrienne Weisenberger, Michele Bacik, Kristin Jungbluth, Emily Tzur, Donna Brunso, Angie Veber, Brooke Timmerman, Lisa O’Rourke, Kendra Wallace, Melissa Ross, Suzanne Nelson, Beth Beeler, Chike Erokwu, Nancy O’Donnell, Shawn Bard, Kimberly Hedley, Joan Malliband, Allison Fitzgerald, Amy Schmalz, Mari Franklin, Paige Hopkins-Reilly, Tiffany Hunsader, Elizabeth Hartney, Katie White, Chris Tribe, Janet Wejman, Rebecca Quigley

The meeting was called to order at 8:44 a.m. by Julie Kalainov, President.

**President’s Report**

Julie welcomed the new board members to the transition meeting and stated that the first order of business was to approve the minutes from the board meeting in April.  Kath Lyman motioned to approve the minutes. Lisa O’Rourke seconded the motion, and the minutes were approved.  Julie said the board would also need to vote on slate for next year, which Stacy Smith presented at the last meeting.  There is one modification; Rebecca Quigley will be the Veteran’s Day chair.  Julie read the board positions aloud and displayed the entire slate. Lisa motioned to approve the 2016-2017 JSSPVA slate, Tiffany Hunsader seconded the motion, and the slate was approved.

Julie thanked the current board for the tremendous effort this year.  She expressed her appreciation of all of the hard work and said that the board made her job easy.  She went on to say that she could not have slated a better board herself. Highlights of the year were then presented.  The JSSPVA is a group of parent volunteers who work to enhance and supplement the educational quality of Joseph Sears School.  The board has 15 voting positions made up of 19 members.  There are 22 VP subcommittees, and 2 community liaison subcommittees. The JSSPVA provides fundraising, enrichment, operations, faculty support, beautification, activities, parent support, and liaisons for local organizations.  The current operating budget is approximately $100,000 in core allocations, about $30,000 in special PVA allocations and $117,000 in school requests.  The indoor ropes course, rock climbing wall and 21st century makers space were the largest ticket items this year. The JSSPVA will also provide professional development grants this summer.  Mrs. Wallace elaborated on this topic.  There are individuals in the community who can provide opportunities over the summer for Sears teachers to learn from the best in education fields.  The PVA will provide a grant pool so that teachers can apply to attend different seminars and then come back and teach the Sears community what they have learned.  There will be opportunities to develop differentiation methods, and some will attend a writing workshop.

Julie continued her report and explained that Kath Lyman is the VP this year and represents the 22 subcommittees at the board meetings.  Highlights provided by these subcommittees included: $3,000 raised at the fall Book Fair, 55 students in Chess Club and two chess tournaments, Walk and Bike week, lunchroom recycling, Earth Day guest speaker, Trex recycling challenge, Family Fun Day at no charge, Field Day food and organization, Farmers Market and volunteer coordination in the outdoor classroom, World Link movie night, providing an online Sears directory for the first time, staff meals during conferences and teacher appreciation week activities and meals, Turkey Trot kickball tournament during PE, collection of 45 care packages to troops overseas, and 8 local veterans meeting with 5th and 8th graders to celebrate Veteran’s Day.

Julie then elaborated on what the board positions contribute to the JSSPVA.

Enrichment - Team of Paige Hopkins-Reilly, Melissa Ross, and Tiffany Hunsader was responsible for organizing field trips for all of the grades and speakers who come to the school.

Benefit - Julie asked for a round of applause for Angie Veber for the wonderful donor party on Saturday.  Angie and Kelly Rainey did a two-tier benefit campaign, which raised funds and had a philanthropic element at each grade level.  Devlin Guthrie won the kick-off logo contest in the fall.  All beneficiaries of the grade-level service projects were read aloud.  Final benefit proceeds are still being calculated, but all operating expenses for next year will be covered.  The benefit party was a huge success despite the weather.

Communications - Stephanie Henry worked with the administration to update the family and teacher database in Constant Contact.  She sent a newsletter twice per month and additional e-mail blasts as needed.  She also updated the school website as requested.

Treasurer - Michele paid and reimbursed all PVA expenses.  She made all deposits, reconciled the monthly bank statements, and generated monthly income statements for the board.  She also researched and implemented effortless fundraising through Target and Amazon Smile.  Michele tracked all financial transactions in Quicken, and managed investment of PVA funds.

Past treasurer - Krisitn Jungbluth was responsible for the audit, tax returns, and 1099 forms for vendors.  She also renewed insurance policies, updated certificate of liability insurance, and served as the benefit treasurer.

World Link - Beth Beeler and Sarah Mohr partnered to highlight North America. They created a website for parents to use throughout the year highlighting events in North America.  Beth purchased a popcorn machine for use at the Pocahantus movie night in the Outdoor Classroom and for future events.  Sarah and Beth coordinated student activities with teachers in art, music and PE relating to North America. They also created a display case outside the LTC and designated a special area in the library for books about North America. They celebrated 11 Canadian and Mexican holidays and sponsored and Apache healer and art/dance performers through Urban Gateways.

Nominating - Stacy Smith formed an eight person nominating committee.  She added a field day chair in the fall, slated the 2016-2017 board and subcommittee positions and 8th grade room parents in the spring.

New Trier Liaison - Donna Brunso serves on both the JSSPVA and the New Trier Parent board.  She communicated all key dates for 8th graders and all important New Trier news and events.

FAN - Brooke Timmerman attended FAN board meetings on a monthly basis.  She informed the board and parent community of all FAN events and coordinated the annual JSSPVA donation of $1,600.

Sears Cafe - Carrie Beeman worked with Marla’s to coordinate a 5-day per week option for students and staff starting on the first day of school and has arranged for it to run through the end of the year.  She has provided updates in the JSSPVA newsletter and worked with Marla to plan around holidays and field trips.

Secretary - Emily Tzur has recorded 20,282 words in the minutes over the past 8 board meetings.

Community Liaison - Adrienne attended or viewed monthly Board of Education meetings and reported back to JSSPVA. She also reported to the board on behalf of The Alliance for Early Childhood and Ability Awareness.

Past President - Lisa O’Rourke acted as a sounding board and provided valuable advice. She also served on the nominating committee.

Vice President - Kath Lyman was a wonderful right hand woman and provided so much enthusiasm and many great ideas.  Julie thinks she will be a great president next year.

**Principal**

Mrs. Wallace thanked Julie for organizing the monthly board meetings and for being incredibly thoughtful and kind to the school.  She said that Julie has been tremendously responsible and a great leader for the board. She has loved working together for the benefit of the community.  Thank you for the great benefit and for instilling a sense of service in the kids.  At least two of the Sears Has Heart service projects will continue on an ongoing basis.  First grade will provide Ronald McDonald gift bags and 2nd grade will continue to go to Feed My Starving Children. There is also a good chance that 8th grade will stay with RefugeOne for their service project next year.  This is a great way to help the children look beyond the school and to be better citizens. Teachers work incredibly hard and were surprised every day by the love and caring that was sent their way during teacher appreciation week. They are still talking about the Grateful Bites food truck.  Cards and bouquets of flowers were also much appreciated.  Mrs. Wallace also thanked the board for the grant to help teachers learn and grow as individuals. This is a great opportunity to interact with some of the top names and trends in education.  It has been 10 years since the school has done something like this.  Guidelines were given to teachers that JSSPVA requests should supplement rather than supplant curriculum.  The school takes care of all of the needs, and the PVA provides an opportunity for enriched and extended experiences.  Mrs. Wallace then said that the school in the middle of the first day of PARCC testing.

Julie then thanked Suzanne Nelson for attending the JSSPVA meetings.  Though the board liaison is not a voting position on the board, she has been very helpful in clarifying things and adding value to discussions.

**Treasurer’s Report / Past Treasurer’s Report**

Michele Bacik reported that the JSSPVA’s fiscal year is from September 1 - August 31 and that she will remain in her role until year-end.  Her focus right now is on collecting receipts and understanding what is still to come for budgeting purposes.  She asked if there were any questions.  Adrienne Weisenberger asked if anything went over budget.  Michele said that all spending is as projected and that any overages were minor.  The financial team will meet tomorrow and will include Michele, future treasurer Robin Stone, Julie, and Kath.  The purpose is to comb through all details prior to the budget allocation meeting next week.

Kirsitn Jungbluth reported that she had updated the school’s crime policy.

**Vice President Reports**

Kath thanked Julie for the wonderful year and presented her with a small gift from the JSSPVA.  She said that Julie’s great organization and leadership would make her role much easier for the upcoming year.

Kath reported that much of her subcommittee reports had been covered, but specifics are as follows:

Staff Appreciation

Monday, May 2nd – Light breakfast was served from 7:45 a.m. – 8:15 a.m. in Faculty Hall and 3 free classes at The Dailey Method were offered.

Tuesday, May 3rd – Flower sale for teachers was from 8:00 a.m. – 8:30 a.m. at the front and rear entrances of the school.

Wednesday, May 4th – Teacher appreciation luncheon by the Grateful Bites pizza truck was served in the Village House.

Thursday, May 5th – Teacher massages were given in the Faculty Hall Conference Room.

Friday, May 6th – Teacher massages took place in the Faculty Hall conference room, and there was a drawing for two 60-min massages.

Field Day

Senior Field Day is on Friday, May 27th for grades 5-8. It will start at school at 8:20 with a breakfast party, so kids should come to school hungry! This party will include a buffet from The Grand (set up in the MPR) consisting of egg and cheese croissants, mini bagels, mini Danishes, cut fruit and OJ, a shirt for t-shirt signing, face painting and banner creation for the spirit competition. Pizza will be provided for lunch, and an ice cream truck will visit in the afternoon. (Teachers and administrators are welcome to enjoy all food options).

Junior Field Day is on Wednesday, June 1st for grades 1-4.  Pizza will be provided for a lunch party in the homerooms during the lunch hour and will include face painting, t-shirt signing and making spirit bracelets. Help from room moms during this party is requested. The games begin after lunch. In the afternoon, there will be a visit from the ice cream truck! On this day, the JK and Kindergarten classes are invited to enjoy pizza for lunch and an ice cream treat.

All parents are welcome to come to Field Day to watch the events.

Thank you to the JSSPVA for providing all of the food and party materials for Field Day. Thank you to the Booster Club for the Field Day shirts.

**Environmental**

Earth Week celebration: A former Sears student Stella Cook, who is currently a freshman at New Trier, came to Sears to give a presentation about what we can do to be environmentally more responsible. She brought two other members of the New Trier environmental club, and together they led 2 great interactive assemblies - one for grades K-4 and another one for grades 5-8.

**Benefit**

Angie Veber thanked everyone for attending the benefit donor party.  There was a great turnout in spite of the cool weather.  The Sears Has Heart campaign was very successful, and she received lots of positive feedback. Some people weren't clear on the format of the party and lack of auction, but the takeaway is that we have a hugely supportive community.  We were able to reach financial goals without having an elaborate party. Angie is very happy with all of the projects and the party.  She has received some comments from people who may be interested in the benefit chair position and said that it might be a good week to reach out while the party is fresh in their minds. It can be as much work as you want to make it, and people give a lot of support.

**Communications**

Julie reported in Stephanie’s absence that the next JSSPVA newsletter would be going out tomorrow, and the last one would be distributed on June 1st.  Please send any information that needs to be included to Stephanie as soon as possible.

**Community Liaison**

Adrienne reported on the BOE meeting that took place on Monday night. Superintendent Crystal Leroy reported on the revised organization chart. An Assistant Director of Education has been hired to support Kendra.  The annual board retreat will take place this summer.  The administration and board participate by discussing the district’s vision, strategic plan, and survey results.  There was then discussion of changing the board committee structure. There are currently separate committees that members are on, and they would like combine it into one group so that everyone is involved in each committee.  There was a brief architect report, and details can be found on the website. Mrs. Wallace updated the BOE on the master schedule. There will be a common lunchtime, advisory in junior high, 60-minute core classes, and common planning time on Fridays for Junior High. The education facilitator presented on ELA and writing.  The hope is that there will be a new writing curriculum by fall of 2018.

Adrienne had no updates from The Alliance for Early Childhood or the Ability Awareness subcommittees.

Suzanne added that Jeff Gerdin would serve as the Assistant Director of Education.  The board will clarify how the school will operate with those two positions and who will interact with parents for various issues.  Besset Sabourin has been hired as the Director of Student Services.  He will be a great addition to the administrative team.  Chike presented a wonderful vision of our visual representation, which can be viewed in the board packet.  Educational presentations by Megan Panje were excellent and very valuable.  There is a need for better communication with parents from the district about curriculum.  Suzanne recommended watching the presentation toward the end of the BOE meeting recording.

Mrs. Wallace then said the board will approve the curriculum for next year soon, and the curriculum will be available on the school website this summer for parent support.  In the next four years, parents should be able to pull scope and sequence for their children and understand the goals and measures.

**Enrichment**

Paige Hopkins-Reilly reported for grades K-2.  The final field trip, a trolley ride around Kenilworth for 2nd grade, is on Thursday.  She has met with teachers and transitioned her duties to her replacement.  They are planning the same trips for next year and may add some, which would entail changes to the district’s bus budget. Melissa Ross reported for grades 3-5. 3rd grade will go to the Chicago Historical Society on May 24th and Chinatown on June 2nd.  She mentioned that 5th grade needs more field trips next year.  Tiffany Hunsader reported for grades 6-8. 7th grade will go to the Art Institute on May 25, and she will meet with Joan to transition soon. Paige also thanked Michele for fielding last minute check requests from their team.

**FAN**

Brooke Timmerman reported that there are two upcoming events: “The Power of Paradox: How We Gain and Lose Influence” by Dacher Keltner at New Trier Northfield campus on May 19th at 7pm and “The Awakened Family: A Revolution in Parenting” by Oprah Winfrey favorite Shefali Tsabary at Evanston High School on June 7th at 7pm.  FAN had a record 28 programs this year.

**New Trier Liaison**

Donna Brunso reported that the school year is winding down.  There are some highly anticipated 8th grade dates.  Advisory assignments will be mailed home in early July, and class schedules will arrive in mid-late July.  Fall sports tryouts begin on August 10th.  The New Trier fashion classroom is installing a display at Old Orchard, which will be fun to visit.

**Nominating**

Stacy Smith is still working on filling the benefit and future benefit chair positions.  Mrs. Wallace indicated that there was an interested mom she spoke with at the benefit.

**Sears Cafe**

Carrie Beeman was not present.  Julie said that the Marla’s website should be up-to-date with the end of year schedule, including field days.  June 2nd is last day for Sears Café since the last day of school, June 3rd, is a half-day.

**Secretary**

Nothing to report.

**World Link**

Beth Beeler reported that the Apache healer presented to 1st and 7th grades on April 19th.  Urban Gateways visited the school on May 2nd with activities in music, art and dance.  There were two performances - one for the Junior High and one for JK-5th grades.  She thanked parent volunteers for helping the JK-2nd graders make Mayan flutes and the 3rd – 5th graders with printmaking.

Julie closed the meeting by reminding the board about the mandatory budget meeting next week on Tuesday, May 24th at 8:30am.  There are not too many school requests, so the meeting should not run very long. Also, please meet with your successors before the end of the school year to transition your roles.

Meeting adjourned at 9:36am.

*Respectfully submitted by:*

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*Julie Kalainov, President*

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*Emily Tzur, Secretary*